



## Consulate General of the United States of America Chennai

**Subject: Your visa application is pending administrative processing**

**Case Number:** \_\_\_\_\_.

Dear Applicant,

This office is unable to issue your visa at this time, as we require additional information. **Further action in your case has been suspended under section 221(g) of the United States Immigration and Nationality Act** pending the receipt and review of the information and documents requested below.

Please provide the following supplemental information. Upon receipt of your responses, we can begin processing your application. **Detailed and complete** answers will enable us to process your case quickly, while incomplete or vague answers may result in further delays to your case.

- Name of Applicant, Passport Number. Date & Place of Birth.
- Please list the names of all accompanying travelers. If you are traveling to U.S. as a member of a team, please list the names and passport numbers of all team members.
- List your trip itinerary and contact information of where you will stay.
- Please describe your current research/professional projects in detail, Describe the practical applications of current research or study. Assume that you are describing your work to a qualified scientist/professional in your field.
- Please describe your planned subjects of research, study or project in the US: practical applications of planned research or study
- Your organization's goals and objectives pertaining to your visit to the US.
- Plans after completion of study/work (i.e., where will you live/study/work?)
- Please describe your professional & academic background. Please attach a complete CV/Resume and a thorough list of publications and professional/research references.
- Previous U.S. visa(s), including date of issuance, expiry and classification.
- Dates & countries of all previous travel abroad
- Sponsoring institutions (US or Indian) funding your travel, research or education
- Advisor or contact person in the U.S., including address, phone number and email.
- Provides details of your letter of invitation and financial sponsorship.
- Export License number (or if pending - Export License Application number).
- Send the above information via email to: [ChennaiSAO@state.gov](mailto:ChennaiSAO@state.gov)
- Title the email Subject line as: "Passport # -- Full Name"  
(example: A1234567 – Traveler, Happy )
- Send attached documents in the "Text Only (\*.txt)" format
- Do not send scanned documents or PDF files

**BE ADVISED:** We cannot process applications that are not received in the format stipulated above. In most cases, additional processing takes approximately four weeks after the receipt of your emailed response. You may check the status of your case on the Chennai Consulate website after 8<sup>th</sup> May, 2006 at <http://chennai.usconsulate.gov> using the case number given above. **PLEASE DO NOT CONTACT CONSULATE OR YOU MAY RISK DELAYING PROCESSING OF YOUR CASE.**

**\*WARNING: IF YOU FAIL TO TAKE THE ACTION REQUESTED WITHIN ONE YEAR OF THE 221(g) INELIGIBILITY, YOUR APPLICATION WILL EXPIRE.**